



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

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ALBANY, GEORGIA 31704-1128

MARCORLOGBASESO 1650.1

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MAR 26 2003

MARINE CORPS LOGISTICS BASES ORDER 1650.1

From: Commander
To: Distribution List

Subj: ADMINISTRATIVE PROCEDURES FOR DECORATIONS, MEDALS AND AWARDS

Ref: (a) SECNAVINST 1650.1
(b) MCO 1650.19J

Encl: (1) MarCorLogBases Awards Board
(2) Awards Process Flow Chart

1. Situation. To set forth procedures for submission of personal and unit award recommendations.

2. Mission. Information concerning the administration of awards for Marine Corps personnel and Marine Corps organizations can be found in the paragraphs below. For detailed instructions beyond the scope of this Order, refer to the references listed above.

3. Execution. Commanders will be guided by the policies set forth in this Order and will ensure award recommendations are forwarded to the Commandant of the Marine Corps per the guidelines outlined herein.

4. Administration and Logistics. The basic awards policy is detailed in the references. Awards are an important aspect of command responsibility at all levels. Prompt and judicious recognition of an individual's achievement or service is a vital factor of morale. Commanders will:

a. Examine specific actions and outstanding performance, then prepare and approve an award or submit recommendations for appropriate awards up the chain of command for decision.

b. Limit decorations to those personnel whose performance of duty is exceptional and clearly recognized by superiors and contemporaries alike.

c. Submit all recommendations, determined to be worthy of consideration, following the procedures outlined in this Order and the references.

d. Prepare complete documentation on the individual Marine's achievements in the "Summary of Action" using the guidance identified in reference (b).

e. Submit all awards utilizing the HQMC Awards Processing System (HQMC APS). Originators will logon to the HQMC APS website at <https://kuwait.manpower.usmc.mil>, register on-line, submit their Personal Award Recommendation (HQMC APT 1650(EF)) with a "Summary of Action" and proposed citation via their chain of command to the appropriate awarding authority. Complete instructions for utilizing the HQMC APS are included in reference (b) and a tutorial is on the HQMC APS website.

f. Commanders will ensure all awards are submitted with sufficient time to enable administrative processing to be accomplished and the award returned for presentation prior to the anticipated ceremony date. If CMC or SecNav action is required, Commanders will ensure the recommendation reaches this Command 120 days prior to desired presentation date. Commanders will ensure awards approved by the Commander, Marine Corps Logistics Bases are received at this Command no later than 30 days prior to desired presentation date.

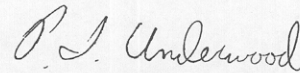
g. Awarding authorities shall establish an awards board to review and make recommendations on all proposed awards. Structure of the board shall be as directed by the commander establishing the board. The Marine Corps Logistics Bases Awards Board will be established per enclosure (1) of this Order.

h. An example of the awards process is contained in enclosure (2).

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to all personnel within Marine Corps Logistics Bases.


P. T. UNDERWOOD
Chief of Staff

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MarCorLogBases Awards Board

1. The Marine Corps Logistics Bases Awards Board will consist of the following five (5) members:

Senior Member	-	Col/LtCol
Member	-	Maj/Capt
Member	-	Maj/Capt
Member	-	CWO
Member	-	LogBases SgtMaj

2. Board members will be guided in the performance of this duty by this Order and its references. The below procedures outline the process for board members:

a. Log Bases Awards Coordinator provides each member an E-mail with the web link to the HQMC APS.

b. Award reviewed by member.

c. Members E-mail Awards Coordinator with comments. Include Senior Member as "copy to".

d. Senior Member makes comments on the 1650 via the HQMC APS.

e. System notifies Awards Coordinator of completion of board action and the Awards Coordinator then submits to the Commander (via Staff Sec) for appropriate action.

ENCLOSURE (1)

Awards Process Flow Chart

